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FOREWORD

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**DEPARTMENT OF DEFENSE
INFRASTRUCTURE DEVELOPMENT ASSISTANCE PROGRAM (IDAP)**

INTRODUCTION

During the past year, The College Fund/UNCF's Infrastructure Development Assistance Program (IDAP) has been involved in a myriad of tasks to support the Department of Defense's interest to establish a comprehensive technical assistance and infrastructure development program that assists in strengthening the capability of minority institutions to participate in DoD initiatives, educational programs, research and development efforts, and other contract/grant opportunities. IDAP has met the conditions as required under Cooperative Agreement DAMD17-98-2-8012 and has been successful in providing Minority Institutions with specific information, support through workshops and hands-on training to increase their competitiveness for a wide variety of DoD programs and initiatives.

BODY

IDAP is in its second year of the multi-year Department of Defense Cooperative Agreement, awarded May 1, 1998. The IDAP supports all minority institutions recognized by the Department of Education to include Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), American Indian Tribal Colleges and Universities (TCUs) and Minority Institutions (MIs). In order to effectively provide technical assistance to all institutions recognized by the Department of Education on its minority institutions' list, this program enlists the services of the following umbrella organizations:

- **National Association for Equal Opportunity in Higher Education (NAFEO)**
- **Hispanic Association of Colleges and Universities (HACU)**
- **American Indian Higher Education Consortium (AIHEC).**

These educational organizations are charged primarily with advocating for its constituency, enhancing federal relations, strengthening private and public sector relations and addressing legal issues. The following profiles speak to the specific mission and objectives of NAFEO, HACU and AIHEC and their role with the DoD HBCU/MI Technical Assistance Program.

The National Association for Equal Opportunity in Higher Education (NAFEO) represents the Historically Black Colleges and Universities (HBCUs) of this nation. There are 118 NAFEO institutions, consisting of public and private institutions, two-year and four-year institutions, as well as graduate and professional schools. They are located in fourteen Southern states, six Northern states, three Midwestern states, one Western state, the District of Columbia and the Virgin Islands.

These institutions enroll upwards of 370,000 students and graduate approximately one-third of all Black students annually with undergraduate, graduate and professional

degrees. Since 1966, these institutions have awarded approximately half a million undergraduate, graduate and professional degrees. They are the providers of equal educational opportunity with attainment and productivity for thousands of students.

NAFEO is the national umbrella and public policy advocacy organization for 118 of the nation's HBCUs—public & private, large & small, urban & rural, liberal arts, agricultural, research, scientific and technological institutions. Its mission is to champion the interests of HBCUs through the executive, legislative, regulatory and judicial branches of federal & state government – to articulate the need for a system of higher education where race, ethnicity, socio-economic status and previous educational attainment levels are not determinants of either the quantity or quality of higher education.

NAFEO's significant role in this Department of Defense Technical Assistance Program includes providing the following services:

- Serve as primary focal point for the Federal/DoD Donated Property Program and provide direct technical assistance to the nation's HBCUs/MIs that are identified on the Department of Education's annual listing of HBCUs/MIs;
- Responsible for conducting excess and donated property searches to fill needed property requirements for HBCUs/MIs;
- Facilitate the actual reutilization, transfer, and donation of excess Federal/DoD property in accordance with existing negotiated agreement with the Defense Reutilization and Marketing Services;
- Additional responsibilities include coordinating with the General Services Administration (GSA), other Federal and State Agencies, and the HBCUs/MIs to ensure that adequate operational procedures for the Donated Property Program are developed, published, disseminated, and utilized to accommodate the valid transfer and usage of properties;
- Assist in coordinating requirements, to include NAFEO presentations, and the involvement of NAFEO member institutions for all the annual conferences that will be conducted in support of DoD's Technical Assistance Program for HBCUs/MIs.

The American Indian Higher Education Consortium (AIHEC) is a unique—and uniquely American Indian—organization. It was founded in 1972 by the presidents of the nation's first six Tribal Colleges, as an informal collaboration among member colleges. Today, AIHEC has grown to represent 31 colleges in the United States and one Canadian institution. Unlike most professional associations, each member institution governs it jointly.

AIHEC's mission is to support the work of these colleges and the national movement for tribal self-determination. Its mission statement, adopted in 1973, identifies four objectives: maintain commonly held standards of quality in American Indian education; support the development of new tribally controlled colleges; promote and assist in the development of legislation to support American Indian higher education; and encourage greater participation by American Indians in the development of higher education policy.

AIHEC works to preserve and increase funding through the Tribally Controlled College or University Assistance Act and other relevant legislation, and to find new sources of funding throughout the federal government. Unlike public colleges and universities, Tribal Colleges are located on federal trust territories and receive little or no funding from states or local governments. Instead, the Tribal Colleges' special relationship with the federal government and the financial support it provides continue to be essential for their survival. Over the next several years, Tribal Colleges are expected to continue to experience a surge in enrollment growth. If they are to increase or even maintain their current levels of support to American Indian students and their communities, the Tribal Colleges must obtain enough additional resources to offset these projected increases. They cannot continue to be successful if their core operations are not more fully supported.

The signing of an Executive Order on Tribal Colleges and Universities (No. 13021) stands out as AIHEC's most important legislative success this decade. This document, issued by President Clinton on October 19, 1996, reaffirms the important role Tribal Colleges play in reservation development by directing all federal departments and agencies to increase their support to the colleges. The Executive Order, first discussed by Tribal College presidents nearly 20 years ago, was the result of more than three years of intensive work by college presidents and AIHEC staff.

The executive order is an important reminder that Tribal Colleges are constituents of the entire federal government. In this way, the executive order makes the education of American Indians part of a larger national mandate, one that all leaders and policymakers have a responsibility to fulfill. Toward this end, President Clinton directed all agencies to prepare strategic plans and issue annual reports on the progress made, and created a White House Office to monitor that progress. To oversee this work, an independent board of advisors has been appointed by the President. For further information you can visit the White House Initiative web site.

AIHEC's significant role in this Department of Defense Technical Assistance Program includes providing the following services:

- Serve as the primary focal point for providing technical assistance to the nation's American Indian Tribal Colleges and Universities (TCUs);
- Responsibilities include coordinating with TCUs to determine technical assistance requirements, identifying competitive contract/grant and other educational program opportunities throughout the Department of Defense, assisting in providing instructions in proposal development/writing and project administration;
- Provide for better understanding of the mission, programs, and contract and grant procedures of DoD to increase the number and the competitiveness of TCU proposals in response to DoD initiatives and programs by assisting in developing their ability and expertise to better identify and participate in DoD grant and contract opportunities;
- Responsible for gathering, coordinating, and disseminating DoD and other federal agency information to its member institutions;

- Assist in coordinating requirements, to include AIHEC presentations and the involvement of AIHEC member institutions for all annual conferences and/or regional workshops that will be conducted in support of DoD's Technical Assistance Program for HBCUs/MIs;
- Responsibilities include assisting in the coordination of workshops, conferences, meetings and consolidating/editing quarterly activity reports and newsletters in support of DoD's Technical Assistance Program for HBCUs/MIs.

Hispanic Association of Colleges and Universities (HACU)

In 1986, a small group of educators banded together to discuss funding opportunities for their institutions of higher education, which served a large number of Hispanics. In doing so, they discovered they shared many others needs and issues besides funding, and they moved to form an association that would meet those needs.

From a modest start with 18 institutions in 1987, HACU has grown to 179 dues-paid institutions (108 HSIs, 62 Associate Members, 9 International Members) located in 14 states, Puerto Rico and six countries. As a national association representing Hispanic-Serving Institutions (HSIs), HACU's work is to promote nonprofit, accredited colleges and universities where Hispanics constitute a minimum of 25 percent of the enrollment at either the graduate or undergraduate level, in accordance with the 1992 Re-authorization of the Higher Education Act which for the first time formally recognized HSIs. This recognition now qualifies HSIs to apply for special grants and related assistance to improve and expand their capacity to serve Hispanics and other students.

An Associate Member category was created to serve the many institutions that enroll a large number of Hispanic students but do not meet the 25 percent figure that designates them as HSIs.

In 1996 an International Membership was introduced to strengthen relationships with higher educational institutions across international boundaries with HSIs in the United States and Puerto Rico. International members have an opportunity to collaborate on an array of projects with their counterparts in the U.S. including curriculum development, joint faculty and research projects and faculty exchange programs.

HACU works with its partners in business, government and industry to accomplish its mission. The governing board meets three times a year and the Association convenes two meetings a year: a legislative forum held in Washington, D.C. in the spring and an annual conference held in the fall. The Association also administers a national internship program for Hispanic students interested in careers with the federal government. In addition, HACU develops educational pilot programs to successfully help transition Hispanics along the educational pipeline. The Association, including a monthly newsletter, *The Voice of Hispanic Higher Education*, an annual report, and various research-related publications, and other multimedia products, produces publications periodically. *The Voice of Hispanic Higher Education* reaches an audience of 10,000 across the country and offers opportunities for corporate recruiters and personnel

directors at educational institutions to advertise position announcements. Individuals interested in Hispanic higher education issues can also subscribe to the newsletter.

HACU's significant role in this Department of Defense Technical Assistance Program includes providing the following services:

- Serve as the primary focal point for providing technical assistance to the nation's Hispanic Serving Institutions (HSIs) of higher education;
- Coordinate with HSIs to determine technical assistance requirements, identifying competitive contract/grant and other educational program opportunities throughout the Department of Defense, assisting in providing instructions in proposal development/writing and project administration;
- Provide for better understanding of the mission, programs, and contract and grant procedures of DoD to increase the number and the competitiveness of HSI proposals in response to DoD initiatives and programs by assisting in developing their ability and expertise to better identify and participate in DoD grant and contract opportunities.
- Responsible for gathering, coordinating, and disseminating DoD and other federal agency information to its member institutions.
- Assist in coordination of workshops, conferences, meetings and consolidating/editing quarterly activity reports and newsletters in support of DoD's Technical Assistance Program for HBCUs/MIs.
- Responsibilities include assisting in the coordination of workshops, conferences, meetings and consolidating/editing quarterly activity reports and newsletters in support of DoD's Technical Assistance Program for HBCUs/MIs.

There are several components to the IDAP program that comprise its technical assistance. IDAP provides technical assistance through: technical assistance conferences, regional workshops, Surplus Property Program and a comprehensive website.

Technical Assistance Conferences

DoD Technical Assistance Conferences are conducted three times annually. They are conducted in support of the DoD Small and Disadvantages Business Utilization (SADBU) HBCU/MI Technical Assistance Program and focused on the following:

- Electronic Commerce/Electronic Commerce Resource Centers
- Procurement Technical Assistance Centers
- Science, Mathematics and Engineering Programs and Research
- Medical and Biomedical Research
- Broad Agency Announcements (BAAs) and Request for Proposals (RFPs)
- National Security Education Program (NSEP)
- Faculty and Student Development Programs
- Donated and Surplus Government Property
- Availability of DoD Unclassified Technical Information
- Other DoD opportunities to include SBIR/STTR

The **first** conference for the fiscal year was co-hosted by a consortium of Louisiana institutions and held on November 28—December 1, 1999 in New Orleans, Louisiana. In order to publicize this technical assistance conference over 1800 mailings were disseminated to HBCUs, HSIs and TCUs across the country. These invitations were sent to at least three offices on each campus, reaching either the President's Office, Academic Affairs, Department Chairs, Sponsored Programs Personnel and/or Study Abroad Offices. This distribution list included also contractors, businesses and persons who have been added to the IDAP database from previous outreach efforts. In addition, RAMS, Inc. distributed this information over its Federal Opportunity Alert (FOA) mechanism that is delivered to over 3000 faculty members registered on this service. For those persons interested in the research enterprise and learning more about infrastructure development as it leads to increasing DoD opportunities on their campuses, this mass mailing had the potential of reaching all those interested in meeting this goal and developing such a relationship.

The packet of conference information that was disseminated en masse to conference participants included the following items: a conference registration form, an exhibitor registration form, a hotel information data sheet, registration information, etc. All of this information included the name of a point of contact at IDAP in case further information was needed. When registrations were faxed in to IDAP, registration confirmations were sent shortly thereafter, giving further detailed information and specifics on the conference.

According to our final attendance records in terms of HBCU/MI representation, there were sixty-seven (67) institutions represented with twenty-seven (27) HBCUs, eighteen (18) UNCFs, thirteen (13) HSIs, two (2) TCUs, five (5) MIs and two (2) Majority institutions. Overall, there were two hundred fifty-one attendees (251) with thirty-six (36) from UNCF schools, one hundred twenty (120) from HBCUs, fourteen (14) from HSIs, ten (10) from MIs, three (3) from TCUs, fifty-nine (59) government attendees and forty-four (44) others represented at the conference. Boeing, Lockheed-Martin, Northrop Grumman, and TRW represented the four (4) defense contractors present. Additionally, there were four (4) exhibitors representing federal organizations and private companies. In total, there were two hundred and fifty-one (251) present to engage in the myriad of DoD programs and networking opportunities scheduled for this three-day conference.

All conference sessions were located in the general session (Poydras AB, 2nd Floor) and all luncheon meals were located on the lower level, Loyola AB. Registration started as scheduled on Sunday afternoon from 3:00pm to 6:30 pm with no problems.

Monday morning, November 29th started the conference sessions with a continental breakfast and an overview of IDAP. During the opening session the former Director, Mr. Ronald Fontenot introduced Mr. Randy Andrews as the incoming director of the program. Then, we proceeded with official greetings from Louisiana Senator Mary

Landrieu, who briefly highlighted her views on global leadership and collective responsibility. Mr. Harold Eaton, Acting DoD HBCU/MI Program Manager overviewed the DoD mission as it related to the purpose of the conference followed by Dr. Steve Favors, President of Grambling State University who discussed the tremendous networking opportunities available to the attendees during the conference. Afterwards, the director made a presentation to Dr. Favors on behalf of The College Fund/UNCF to Grambling State University for leading the consortium of Louisiana institutions.

Session II followed the Opening Session with Ms. Tracey Pinson, Director of the U.S. Army Small & Disadvantaged Business Utilization. Ms. Pinson gave a history of DoD's commitment to the HBCU/MI community. She delineated budget appropriations and allocations given to this community over the years and concluded that HBCUs must remain aggressive and continue the momentum as in the past. She urged attendees to market their institutional capabilities like a business and be responsive to RFPs and other solicitations.

Session III welcomed Brigadier General Frank J. Anderson Jr. from the Defense Systems Management College (DSMC) who set the stage for LTC Bernard Witten with the "DoD Budget and Contracting Process." In layman terms, LTC Witten simplified the budget and strategic planning phases of the appropriations/authorization process. Much time and attention was given to this session because historically minority institutions have misunderstood this process. After several questions from participants, a deeper understanding of the budget process was clearly the result of this presentation. Both Brigadier Anderson and LTC Witten stressed the importance of acquisition reform and how HBCU/MI must participate in this process by understanding the budgetary process in general.

Session IV focused on the National Security Education Program (NSEP). Dr. Edmond Collier and Dr. Margery Ganz highlighted the components of a competitive application for the undergraduate scholarships, graduate fellowships, and institutional grants. This session was particularly interesting because one of the students who studied abroad in Japan talked about her experiences as a black woman in another country.

Session V followed with Mr. Robert Neal's captivating keynote during the luncheon session which focused on the direction that the Department of Defense will take in the next millennium and the role that HBCU/MI institutions must play in order to be competitive. He commended the work that IDAP has done to bridge the gap and listed other strategies that should be explored by HBCUs/MIs in order to receive additional federal support. "This program is one of the best investments that DoD offers," Mr. Neal stated in closing. He mentioned that the biggest problem that we have is a lack of information and that this program is a good investment in our future as it provides resources, programs and opportunities that are available to HBCUs/MIs to increase their federal support. The IDAP director made a special presentation to Mr. Neal for his continued commitment and dedication to the program.

Session VI followed with presentations on the competitive opportunities by the Army led by Mr. Ronald Blakely, HBCU/MI Program Manager. He outlined the Army's program

purpose and how HBCUs can meet its requirements. Jenny Haire, HBCU/MI Program Specialist at the U.S. Army Research Office (ARO) discussed several existing BAAs that provide infrastructure assistance usually for instrumentation.

Session VII concluded the first day with the defense contractors proposing opportunities specifically under the SBIR/STTR initiatives. Boeing, Lockheed Martin, Northrop Grumman and TRW reiterated the importance of knowing who is the customer. Consequently, the needs of the government should be satisfied and that the focus of providing for the warfighter should never be lost. Each contractor listed several internship opportunities for students and implored HBCU/MIs to forward its capabilities for possible matches on research efforts.

The first full day concluded with a reception hosted by Grambling State University in the Regency Ballroom, 3rd Floor. The reception offered a variety of Louisiana cuisine and featured entertainment by Grambling State University students. There was great opportunity for participants to network with presenters and each other. The feedback on the first day's activity was positive and encouraging.

The next day began with Dr. Alain Hunter's team highlighting the initiatives and competitive opportunities offered by the U.S. Air Force in Session VIII. One of the new developments mentioned during the presentation was the implementation of an electronic mall that was briefly demonstrated to the participants. This electronic mall provides a one-stop shop for participants to overview all U.S. Air Force initiatives and programs with several links to other programs and other opportunities that are available to the HBCU/MI community.

Session IX featured the programs from the U.S. Navy. During this session the presenters talked about their experiences in the Navy and the opportunities that are available as officers for undergraduate and graduate minority students as leaders of different command posts and operations throughout the Navy.

In Session X Ms. Connie Jacobs, SBIR Program Manager at the Defense Advanced Research Projects Agency (DARPA) and Dr. Pravat Choudhury, HBCU/MI Faculty Fellow at the Ballistic Missile Defense Command (BMDO) reviewed the services and opportunities available through the Small Business Innovation Research program to the HBCU/MI schools. They also briefed the participants on other programs under the Small Business Administration purview like the STTR initiatives.

The luncheon session keynote speaker was Mr. Sterling Henry, Special Assistant to the Executive Director from the White House Initiative on HBCUs. Mr. Henry profiled the significance and important impact that HBCUs continue to contribute to the country. His presentations are often filled with excitement, high energy and vigor. This presentation offered challenges to the HBCU/MI community in light of the new millennium and the upcoming election year. After Mr. Henry's presentation, the IDAP director extended a token of appreciation on behalf of The College Fund/UNCF and the HBCU/MI institutions involved under this effort.

Session XII resumed with presentations from the Procurement Technical Assistance Centers (PTAC), the Electronic Commerce Resource Centers (ECRC) and the HBCU/MI Electronic Commerce Initiative (HECI). This session was exceptionally informative with explicit details on how to do more business with the federal government overall. In layman terms, participants were given simple details and instruction on how PTACs and ECRCs are in position to help provide extensive technical assistance for DoD contracts, etc.

Session XIII focused on the new developments occurring at RAMS, Inc. Mr. John Rodman, President of RAMS, Inc. highlighted the general services and future developments of the FEDIX/MOLIS system. Mr. Russell Peek discussed the benefits of using the FEDIX/MOLIS system and demonstrated new aspects of the system, particularly for faculty who can now have announcements automatically sent to them based on specific interests and disciplines.

In Session XIV, Ms. Sharon Sellers from the Defense Information Systems Agency (DISA) demonstrated the process for acquiring surplus property and the organizational structure at DISA for accessing such equipment. Ms. Pearl Smith from the National Association for Equal Opportunity in Higher Education (NAFEO) presented the Donated Property Procedures as it relates to acquiring property under the auspices of this program. She explained the process for accessing surplus property from DoD and enumerated some of the successful acquisitions completed for some of the colleges and universities. She emphasized the potential relationships that can be developed with military installations to ensure effective results. This session concluded with Mr. James Norwood from the Defense Technical Information Center (DTIC). This service at DTIC provides literature reviews on practically every subject studied with federal dollars. This information is available to the HBCU/MI community for free and could assist with technical reports and proposals for various solicitations. This session ended the activities for the second day.

The final day began with the Breakfast Session XV that allowed other federal agencies to display their opportunities and programs for the HBCU/MI community. The Department of the Interior and the National Imagery and Mapping Agency (NIMA) shared programs with the groups that are presently available for competition. These agencies also mentioned it efforts to disseminate information on its donated and surplus property initiatives.

In Session XVI Dr. Matthew Kinard from the National Institutes of Health (NIH), Extramural Associates Program and Ms. Cecilia Bruce from NIGMS at NIH spoke on the bio-medical opportunities and programs available from their areas. These programs are designed to develop faculty and administrators from the HBCU/MI community with valuable networking and agency contacts. This session highlighted some of the common problems that reviewers experience with proposals and during the project implementation phases.

Session XVII offered hands-on technical assistance in Breakout Rooms for the Electronic Commerce Resource Centers, the Air Force Interactive Mall and the National Institutes of Health—Medical Research. These breakouts lasted for two hours and allowed participants to ask technical questions on different aspects of the respective programs.

Session XVIII closed the conference with a wrap-up, final remarks and award presentations by Mr. Randy Andrews and Grambling State University.

The **second** DoD HBCU/MI Technical Assistance conference for the fiscal year was held in Pasadena, California. This conference was co-hosted by California State University, Los Angeles on March 26-29, 2000. The conference was targeted toward the Hispanic Serving Institutions and strategically held in California, in accordance with HACUs desires, to get maximum participation from the Hispanic community. In order to publicize this technical assistance conference over 1800 mailings were disseminated to HBCUs, HSIs and TCUs across the country. These invitations were sent to at least three offices on each campus, reaching either the President's Office, Academic Affairs, Department Chairs, Sponsored Programs Personnel and/or Study Abroad Offices. This distribution list included also contractors, businesses and persons who have been added to the IDAP database from previous outreach efforts. In addition, ScienceWise, Inc. distributed this information over its Federal Opportunity Alert (FOA) mechanism that is delivered to over 3000 faculty members registered on this service. The Hispanic Association of Colleges and Universities (HACU) sent approximately 500 conference bulletins similarly to its constituency. These bulletins were purchased from The College Fund/UNCF Administrative Services. For those persons interested in the research enterprise and learning more about infrastructure development as it leads to increasing DoD opportunities on their campuses, this mass mailing had the potential of reaching all those interested in meeting this goal and developing such a relationship.

Everything possible was done to insure total conference participation. The packet of conference information that was disseminated in mass to conference participants included the following items: a conference registration form, an exhibitor registration form, a hotel information data sheet, registration information, etc. All of this information included the name of a point of contact at IDAP in case further information was needed. When registrations were faxed in to IDAP, registration confirmations were sent shortly thereafter, giving further detailed information and specifics on the conference. All faculty/staff, guest speakers, presidents, contractors and other DoD attendees received correspondence sent from The College Fund/UNCF by February 25, 2000.

All conference sessions were located in the general session—Fountain I, II—unless indicated as a concurrent session and all luncheon meals were located in Fountain III & IV. Registration started as scheduled on Sunday, March 26, 2000 from 3:00pm to 6:00pm with a reception, following from 6:00pm to 8:00pm. The reception on Sunday evening in the Fountain Terrace, III & IV provided an excellent venue for the participants to mix and mingle before the official kick-off of activities scheduled for the next morning.

Monday, March 27, 2000 at 7am the conference started with registration continuation and a continental breakfast. During the welcoming and opening session the Director, Mr. Aaron Andrews presided and brought greetings from The College Fund/UNCF. Then, we proceeded with official greetings from the Mayor of Pasadena, The Honorable Bill Bogard, who briefly highlighted the significance, history and aesthetics of his beautiful city. Next, Mr. Harold Eaton, Acting DoD HBCU/MI Program Manager overviewed the DoD mission as it related to the purpose of the conference. He defined several concepts including "technical assistance" and how this program functions overall to provide infrastructure development to the nation's minority institutions. After Mr. Eaton's keynote address he took a hand-full of questions and addressed concerns from the audience.

After a small break, Mr. Russell Peek from ScienceWise, Inc. focused on the new developments occurring especially with the MOLIS system. He discussed the benefits of using the FEDIX/MOLIS system and demonstrated new aspects of the system. Particularly, his presentation showed the process that faculty should use for loading their expertise and other profile data. This information once loaded to the ScienceWise system can be used to have announcements automatically sent to them based on their specific interests and disciplines. This on-line demonstration illustrated how user-friendly the system is for the participants use back at their institutions. He urged the participants to forward their profiles so that they could receive daily announcements of federal opportunities.

The next session resumed with a presentation from the Procurement Technical Assistance Centers (PTAC). Mr. Lane Stafford represented the Riverside District of California and was exceptionally informative with explicit details on how to do more business with the federal government overall. In layman terms, participants were given simple details and instruction on how PTACs and Electronic Commerce Resource Centers (ECRCs) are in position to help provide extensive technical assistance for DoD contracts, etc.

Mr. James Norwood from the Defense Technical Information Center (DTIC) followed the PTAC presentation. His jurisdiction at DTIC provides literature reviews on practically every subject studied within the Department of Defense with federal dollars. Every subject imaginable that DoD spends money on is available to the HBCU/MI community for free and could assist with technical reports and proposals for various solicitations. Mr. Norwood reiterated the significance and efficiency of using DTIC for proposal development and other institutional needs.

The luncheon session followed with Dr. Piedad Robertson's captivating keynote address that focused on the role and direction that the Department of Defense will take in the next millennium and the role that HBCU/MI institutions must play in order to be competitive. She commended the work that DoD and IDAP has done to bridge the gap and listed other strategies that should be explored by HBCUs/MIs in order to receive additional federal support. She urged participants to use the Donated Surplus Property Program in order to develop their infrastructure needs, especially with computer equipment. Also, she mentioned the changing minority demographics and the impact that these changes will

have across the board. She implored minority institutions to prepare for these changes by taking advantage of technical assistance programs because they are not guaranteed.

Next, Ms. Sharon Sellers from the Defense Information Systems Agency (DISA) demonstrated the process for acquiring surplus property and the organizational structure at DISA for accessing such equipment. This on-line demonstration showed participants the process for identifying property and actually freezing it. She showed the various types of equipment that are available for immediate disposal from DoD. There were a few questions generated from this session, focusing on the process and transportation of equipment items.

Following the DISA presentation, there was a Panel Discussion that addressed the topic, "Minority Opportunities in the New Millennium in the Private Sector." The panelists consisted of members from the Boeing and Raytheon companies. During this interactive session, participants had an opportunity to engage in dialogue focusing on student scholarships, recruitment and retention, employment opportunities, professional and personal development and other private sector issues.

This was the first time this approach was used and from the response the participants thoroughly got a lot of valuable information from the panelists. This session with the defense contractors reiterated the importance of knowing who is the customer. Consequently, the needs of the government should be satisfied and that the focus of providing for the warfighter should never be lost. Each contractor listed several internship opportunities for students and implored HBCU/MIs to forward its capabilities for possible matches on research efforts.

The last session on Monday consisted of two concurrent sessions. These sessions included programs and opportunities from representatives from the U.S. Army Medical Research and Materiel Command (USAMRMC) and the National Security Education Program (NSEP). Dr. Barbara Terry-Koroma who is the Special Populations Program Manager at USAMRMC presented information on all of the congressionally mandated priorities on cancer. While, Dr. Ivy McQuiddy who is a consultant to the IDAP program spoke on the institutional and student scholarships for study abroad within the NSEP program. She highlighted the components of a competitive application for the undergraduate scholarships, graduate fellowships, and institutional grants.

The first full day of sessions ended timely which concluded with a tour and reception by our co-host institution, California State University, Los Angeles. Dr. James Rosser, President of California State University, Los Angeles, was presented the UNCF flame for his outstanding support of the program.

The second day's activities resumed with the continuation of registration and continental breakfast in the Fountain Foyer.

The first session began with presentations from "New Programs". This two-hour block consisted of the HBCU/MI programs and opportunities from Ms. Susan Basel from the

Defense Intelligence Agency (DIA); Ms. Jenny Haire from the Army Research Laboratory (ARL) who presented information on the recently released Broad Agency Announcement (BAA) for the Defense Infrastructure Development RFP; Ms. Lorraine Solaegui from the Hispanic Scholarship Fund who provided information on the newly established Gates Millennium Scholars Program; and, Ms. Alice Sykes from the Department of Transportation. The last program presented during this session was on the new award administered by The College Fund/IDAP on the NASA curriculum improvement initiative done by Mr. Aaron Andrews.

Concurrent Sessions from the Department of Defense's Army, Navy and Air Force programs covered the next two hours on the agenda:

Dr. Alain Hunter's team highlighted the initiatives and competitive opportunities offered by the U.S. Air Force. He unveiled the new developments and implementation of an electronic mall that was briefly demonstrated to the participants. This electronic mall provides a one-stop shop for participants to overview all U.S. Air Force initiatives and programs with several links to other programs and other opportunities that are available to the HBCU/MI community.

Simultaneously, the Army group led by Mr. Ronald Blakely, HBCU/MI Program Manager outlined the Army's program purpose and how HBCUs can meet its requirements. In more detail Ms. Jenny Haire, HBCU/MI Program Specialist at the U.S. Army Research Office (ARO) discussed several existing BAAs that provide infrastructure assistance usually for instrumentation. The Army Materiel Command (AMC) also provided extensive information on its opportunities to the HBCU/MI communities.

Also during the concurrent block, Mr. Anthony Junior who is the Director of the HBCU/MI Program Office at the Office of Naval Research (ONR) featured the programs from the U.S. Navy. During this session, Mr. Junior had representation from the Fleet and Industrial Supply Center. LCDR Curtis Irby highlighted those solicitations that are immediately available within his purview. In addition, Dr. Theodore Blakeney from the National Institutes of Health shared this block. He overviewed the qualifications of the Extramural Associates Program (EAP). The EAP program is specifically designed to develop faculty and administrators from the HBCU/MI community with valuable networking and agency contacts, providing fundamental training on the entire federal acquisition process.

The luncheon session keynote speaker was Dr. Steven Arvizu, President of Oxnard College and Vice Chair of the HACU board. He profiled the significance and important impact that the HBCU/MI community continues to contribute to the country. His presentation offered challenges to the HBCU/MI community in light of the new millennium and the upcoming presidential election. He mentioned how the community needs to ban together as a united force and go after more resources together. After Dr. Arvizu's presentation, the IDAP director extended a token of appreciation on behalf of The College Fund/UNCF and the HBCU/MI institutions involved under this effort.

Following lunch, there were presentations from the Departments of Energy and Interior. This session was trailed by an interactive panel discussion from representatives from the Air Force, Army, Navy, Energy and Interior. Much discussion focused on the student and professional development programs that are within reach for a smooth transition within the federal government across the board. This concluded the second day's program.

The last day of the conference commenced with a continental breakfast and two concurrent training workshops featuring "Identifying Funding Opportunities and Developing Winning Opportunities" and "HBCU/MI 101". Mr. Ronald Fontenot and Mr. Russell Peek led the first concurrent and Dr. Alain Hunter led the second one. This was the first time that the workshop format was used at the conference.

Overall, from the participants' responses there was a lot of valuable, fundamental information exchanged during this three-hour block.

The IDAP Director gave closing remarks for the wrap-up session. He invited participants to complete their evaluations and extended invitations for those interested institutions to host a conference or workshop on their campuses.

The **third** Technical Assistance Conference is directed toward Native Americans and is presently scheduled for June 11 – 13, 2000, in Montana.

Regional Workshops:

IDAP successfully conducted nine Regional workshops consisting of: three Electronic Research Administration (ERA) Workshops, three NCURA Fundamentals of Sponsored Projects Workshops, and three National Security Education Program workshops. These workshops were conducted on the campuses of those minority institutions identified by our subcontractors—the Hispanic Association of Colleges and Universities, the American Indian Higher Education Consortium and the National Association for Equal Opportunity. Subcontractor act as liaison to each community ad are responsible for assisting with the coordination and administrative logistics of the workshops. This year some of the workshops were held jointly; this proved to be cost-effective for all of the participants and the attendance overall reached the maximum capacity practically at each setting. The participants highly favored the joint workshops and the evaluations reflected the welcomed change.

The Electronic Research Administration Workshop led by ScienceWise, Inc. is designed for both new and seasoned faculty, administrators, and operational personnel to assess the business issues, technical requirements, implementation mechanisms and overall impact of ERA at an institution. Following the ERA workshop, participants are able to distinguish the technical applications and systems supporting ERA and electronic commerce in higher education; identify federal ERA initiatives in pre- and post-award administration; specify the applications and uses of electronic standards in sponsored

programs, finance and other administrative units; identify strategies and use planning tools to evaluate ERA implementation; etc.

ERA Workshop, Morehouse College

The College Fund/UNCF Department of Defense HBCU/MI Technical Assistance Program sponsored its first one-day workshop on Electronic Research Administration at Morehouse College in Atlanta, Georgia on September 24, 1999.

Mr. Joe Bass and Mr. Russell Peek from ScienceWise, Inc. were the instructors for the workshop. Mr. Ronald Fontenot, Executive Vice President, Development, Distributed Information Technologies, Inc. and Senior Consultant for Federal Programs made a presentation on the IDAP program. Much administrative and technical support was received from the points of contact at Morehouse College, namely Mr. Nathaniel White, Director of Sponsored Programs and his staff at Morehouse College. In order to maintain quality assurance and consistency, the administrative ERA team provided some room specifications and other requirements which included the following items: school room style with a head table set for three with riser; screen in the middle of the room, preferably room without columns or pillars; one data projector with remote control; one laptop; two cocktail rounds; one table with microphone; one podium with cordless microphone; one wired lavalier at cocktail round; two six-foot skirted tables for backroom with three chairs; two wastebaskets; and tables either six-foot per two or eight-foot per three for 25-50 people. The workshop originally setup for twenty-five (25) participants, was very well organized and attended. Consequently, there were forty-five (45) participants from twelve (12) different universities or colleges, all HBCUs.

There were over 445 invitations sent to institutions close in proximity to the co-host institution to apprise them of this opportunity. At each of these institutions, invitations were sent directly to the President's Office, Academic Affairs, Department Chairs, Sponsored Programs Offices and/or Study Abroad Offices. In addition to these mailings, ScienceWise, Inc. notified electronically via its Federal Opportunity Alert (FOA) system additional faculty members who are registered with their system.

This one-day training was rated a phenomenal success according to the twenty-four (24) evaluations collected. Comments ranged from several excellent to one below average. The median comment range by far was good. Most of the participants commented on the value of the subject matter content of the workshop, the need for more such workshops and the relevance of the material to their jobs at their institutions. Several handouts were disseminated for quick referencing. Overall, the ERA Workshop was well received, well attended and beneficial to all who attended.

ERA Workshop, Inter American University of Puerto Rico

The second Electronic Research Administration (ERA) Workshop was held in San Juan, Puerto Rico at the Inter American University of Puerto Rico—Metropolitana Campus on December 10, 1999. Representatives from the Hispanic Association of Colleges and Universities (HACU), namely Ms. Carmen McDermott, attended this workshop on behalf of The College Fund/IDAP. Also, Dr. Margery Ganz, Consultant to the NSEP Program,

assisted with administrative logistics. This ERA workshop was done in conjunction with the National Security Education Program Workshop at the University of Puerto Rico—Mayaguez Campus on December 9, 1999.

Once again over 400 invitations were sent to those minority institutions that are close in proximity to the co-host institution. At each of these institutions, invitations were sent directly to the President's Office, Academic Affairs, Department Chairs, Sponsored Programs Offices and/or Study Abroad Offices. In addition to these mailings, ScienceWise, Inc. notified electronically via its Federal Opportunity Alert (FOA) system additional faculty members who are registered with their system. In total, there were thirty-two (32) participants representing thirteen (13) institutions, all HSIs.

ERA Workshop, Southwestern Indian Polytechnic Institute

The final ERA was held jointly with the NCURA Fundamentals Workshop January 19-21, 2000 at Southwestern Indian Polytechnic Institute in Albuquerque, New Mexico. Providing a comprehensive overview of the latest developments in the field of electronic commerce, ScienceWise, Inc. led this final ERA workshop in the Tribal College and University (TCU) community with other neighboring institutions.

The ERA Workshop was held on January 19, 2000 with Mr. Joe Bass and Mr. Russell Peek providing this fundamental training. There were twenty-eight (28) participants in total representing fourteen (14) institutions with three (3) HSIs, one (1) HBCU and seven (7) TCUs. The evaluations for this workshop were excellent.

The Fundamentals of Sponsored Programs Administration led by the National Council of University Research Administrators (NCURA) also targets those new and seasoned individuals involved in grants and contract administration who are faced with the multitude of challenges—requirements and regulations, faculty assistance, resource information gathering, negotiation, reporting and many other tasks. The workshop provides an overview on all aspects of award administration including preparation and internal review of the proposal; negotiation and acceptance of an award; financial and administrative management, closeout and audit. Both the financial and non-financial administrator is presented a comprehensive overview of this complex and constantly changing administrative environment.

NCURA Workshop, Southwestern Indian Polytechnic Institute (SIPI)

The first NCURA workshop on the "Fundamentals of Sponsored Programs Administration" was held on January 20-21, 2000 at Southwestern Indian Polytechnic Institute. This workshop was held jointly with an ERA workshop on January 19, 2000. This workshop was designed for those individuals involved in sponsored project administration who are faced with a multitude of challenges during the pre- and post-award phases. The faculty who delivered this workshop came well prepared and qualified. Ms. Ardis Savory, Associate Vice Provost, Sponsored Programs and Research at the University of South Carolina, served as the team leader. Dr. Marianne Woods, Director of Research Administration at the University of Texas at Dallas, covered

financial and budget management. And, Ms. Jo Barnes, Assistant Director of Sponsored Programs at Southwest Illinois State University, administered the post-award areas.

There were over 250 invitations mailed to institutions in the targeted area. ScienceWise, Inc. also posted the invitation to its website announcing the opportunity for minority institutions to participate. In total, there were twenty-nine (29) participants who took part in the two-day intensive training, representing six (6) TCUs, one (1) HBCU and two (2) HSIs. Evaluations for this workshop were excellent. At the conclusion of the first day's session, NCURA hosted a small reception so faculty could extend their time with the participants to continue answering questions.

NCURA Workshop, Delaware State University

The second two-day NCURA workshop took place on the campus of Delaware State University on March 16-17, 2000. The faculty who represented NCURA once again delivered a comprehensive, full-intensive workshop. Dr. Mildred Ofosu served as the host from Delaware State University and covered the budget and compliance areas. Ms. Ardis Savory, Associate Vice Provost, Sponsored Programs and Research at the University of South Carolina, served as the team leader and covered all of the pre-award sections. And, Ms. Jo Barnes, Assistant Director of Sponsored Programs at Southwest Illinois State University, administered the post-award areas. Mr. Ronald Fontenot represented The College Fund/UNCF.

There were over 200 invitations sent to neighboring institutions along the east coast located in the southeastern and mid-eastern regions. ScienceWise, Inc. also posted the invitation to its website. As a result, there were twenty-eight (28) attendees representing six (6) HBCUs, one majority institution (University of Maryland), three members of the faculty from NCURA, one attendee representing small business and one representative from The College Fund/UNCF.

There were several questions asked of the instructors particular to the unique and different needs and standards imposed on Minority Colleges and Universities. Overall, the workshop was extremely interactive with several case studies and scenarios that are relevant on the campuses of higher education institutions. Class discussions generated a lot of interest. Several examples were given on policies and procedures at the different institutions represented. However, there should be more references to DoD grant and contracting examples. Again, this was an excellent opportunity for the institutions to network and exchange information related to establishing their capacity to do more research with DoD.

NCURA Workshop, University of Texas—Brownsville

The final NCURA workshop was held on April 6-7, 2000 at the University of Texas at Brownsville. The NCURA team consisted of Ms. Ardis Savory, Associate Vice Provost, Sponsored Programs and Research at the University of South Carolina, who served as the team leader. Dr. Marianne Woods, Director of Research Administration at the University of Texas at Dallas, covered financial and budget management. Ms. Jo Barnes, Assistant

Director of Sponsored Programs at Southwest Illinois State University, administered the post-award areas.

There were twenty-seven (27) participants in total, which consisted of the three (3) NCURA faculty members, two (2) administrators, thirteen (13) HSIs and one (1) HBCU. Once again, there was great interaction throughout the workshop with a lot of specific questions focused on compliance issues, contract negotiation referencing the Federal Acquisition Regulations (FAR) and Office of Management and Budget (OMB) Circulars.

National Security Education Program (NSEP)

NSEP is a program for undergraduate and graduate students to compete for awards to study abroad. The program also offers a competition for institutional grants. As awards are often made during the month of February, IDAP sponsored four workshops from October 1999 to January 2000 to increase minority institutional participation among HBCUs, HSIs and TCUs. Our NSEP sites included University of Houston-Downtown, Bethune-Cookman College, University of Puerto Rico at Mayaguez, Inter American University—Metropolitana Campus and Tennessee State University.

The first NSEP Workshop took place on October 25, 1999 on the campus of the University of Houston, Downtown, an HSI. Dr. Ivy McQuiddy, Coordinator of Study Abroad at the University of Texas at Austin and Mr. Ron Fontenot, Executive Vice President, for Development, Distributed Information Technologies, Inc. were the presenters for the workshop. The workshop originally setup for 25 participants was well organized and the facility at the university was excellent. In total, there were fifteen (15) participants representing four (4) different universities.

The morning session focused on an overview of the NSEP Program and more specifically of the institutional grant portion of the program. Several of the staff and faculty members present expressed an interest in the institutional competitions. The afternoon session focused primarily on the undergraduate scholarships and the graduate fellowships. There were several students that had questions on the undergraduate scholarship competitions.

The second NSEP Proposal Development Workshop was held on November 1, 1999 on the campus of Bethune Cookman College, an HBCU. Dr. Margery Ganz, Coordinator for Study Abroad at Spelman College, and Mr. Ronald Fontenot were the presenters for the workshop. The workshop originally setup for 25 participants was organized very well and the facility at the university was excellent. Attendance exceeded expectations with about eighteen (18) faculty and staff members (all from Bethune Cookman College) and about thirty-five (35) students.

There were several students that had questions on the undergraduate scholarship competitions. Most of the students were hearing about study abroad for the first time. Many had not given study abroad much thought, however, others seemed very interested in pursuing the possibility of studying abroad after the workshop.

The third NSEP workshop was held on December 9, 1999 at the University of Puerto Rico—Mayaguez Campus. Dr. Margery Ganz, Coordinator for Study Abroad at Spelman

College and Ms. Carmen McDermott, Program Coordinator, representing HACU presented and coordinated the administrative logistics. There were forty-three (43) participants.

On the following day, December 10, 1999 Dr. Margery Ganz and Ms. Carmen McDermott facilitated another NSEP workshop at the Inter American University—Metropolitana Campus. Dr. Ganz reported that these were the best NSEP workshops that she had ever done because they had the largest attendance that we had ever had and they brought in the largest number of campuses and different universities that we have ever had in at least 4 years. More than seventy-four (74) people came to the sessions, including the students more than 120 people were reached.

The final NSEP workshop was held at Tennessee State University on January 14, 2000. Dr. Margery Ganz, Coordinator of Study Abroad at Spelman College, and Dr. Ed Collier, Assistant Director for External Affairs at NSEP, gave instruction on the undergraduate, graduate and institutional competitions.

Once again, the room was filled to capacity with more than thirty-five (35) faculty and at least forty (40) students. Dr. Maurice Mills, Director of Sponsored Programs at Tennessee State University, hosted a dinner and reception with lunch on the day of the workshop for all participants.

Surplus Property Program

Under The College Fund/DOD HBCU/MI Technical Assistance Program, assistance is given to HBCUs/MIs by acquiring property from the General Services Administration (GSA). This service is in compliance with the Federal Property and Administrative Services Act of 1949 and gives the National Association for Equal Opportunity in Higher Education--NAFEO-- (one of the DoD IDAP subcontractors) authority to screen and arrange for the transportation of DoD donated/surplus property on behalf of HBCUs and eligible minority institutions.

The operation of the program has improved with support from the Department of Defense (DoD) Reutilization Managers and personnel from the Defense Information Systems Agency (DISA). However, numerous schools have complained about the costs determined and assessed by state agents and the condition of property that is available in the "donee" cycle. A proposal has been submitted to the Secretary of Defense to consider giving NAFEO membership higher priority in the selection process. In addition, it would level the playing field substantially if NAFEO were granted access to the online FEDS program. Then NAFEO, under the authority of DoD, would be able to screen and freeze property requested by the institutions with the same capability the General Service Administration (GSA) has afforded the state agencies.

During this current budget year, Saint Pauls College, University of Maryland, University of West Virginia, Norfolk University, and Wilberforce University received surplus property. Wilberforce University also received 20 CPUs, 20 monitors, 20 keyboards, and 20 mouse accessories through collaboration with DISA. Alabama A & M University received a helicopter from the Department of the Army for their aeronautic program.

NAFEO has obtained a national screener's card. This process allows a higher priority status for screening for surplus property. Ms. Pearl Smith who serves as the point of contact at NAFEO for the Donated Surplus Property has been responsible for locating property and contacting the universities regarding availability; sending a survey and GSA inventory guide to the membership to ascertain their surplus property needs; mailing available applications to institutions that have not been approved by their respective SASP and directing others to request applications; urging institutions to request to be added to GSA and SASP mailing lists; and, notifying institutions to identify a screener for SEA donations.

DoD/IDAP Website

Information Technology/Internet. The IDAP Program developed and launched a website for the DoD Office of Small and Disadvantaged Business Utilization. The site provides information and links for the department's HBCU/MI Technical Assistance Program. The site can be accessed at <http://www.acq.osd.mil/sadbu/hbcumi> and is also linked to the IDAP Program website at <http://www.uncf.org/idap>. The site introduces new technologies and databases to the IDAP homepage with capabilities such as an Internet search engine that searches for federal grants and contract opportunities; event schedules and online registration; as well as information and direct links for various DoD activities, regulations and announcements. The site also introduces conference and workshop participants to the advantages of using on-line capabilities to research opportunities, download presentations and link to the various DoD and Federal sites.

Reportable Outcomes

During the course of this year, the IDAP program accomplished the following:

- Technically assisted six hundred plus minority colleges and universities by planning, organizing and conducting three technical conferences and nine regional workshops.
- Coordinated and directed information to the 613 Minority Institutions on the Department of Education's annual Minority Institution List.
- Informed and introduced over four hundred and fifty students and /or professors to research opportunities, grants, internships and fellowships available in the DoD and Federal Government Community.
- Created an atmosphere for the open exchange of ideas and concerns (networking).
- Trained one hundred and five minority students and/or faculty on Electronic Research. Exposed participants to the advantages of on-line communications.
- Trained two hundred and sixty minority students and /or faculty on issues affecting study abroad.
- Trained eighty-four minority students and/or faculty on proposal writing and contract administration.
- Developed and maintains a 1-800 Hotline
- Expanded and maintained the Department of Defense and IDAP website. Created links to NASA
- Involved relevant DoD programs and personnel from the Army, Navy, and Air Force in training and workshops.
- Assisted the staff and faculty at HBCUs/MIs to understand the mission, programs, and contract and grant procedures of DoD.
- Strengthened HBCUs/MIs institutional infrastructures so they can better identify and participate in DoD grant and contract opportunities.

Conclusion

In conclusion, the IDAP has been successful in completing the requirements of Corporative Agreement DAMD17-98-2-8012. This program has assisted OSADBU in carrying out both the spirit and the letter of three recent Executive Orders for HBCUs/MIs: Executive Order #12928, *Promoting Procurement with Small Businesses owned and controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions* (1994); Executive Order #12876, *Historically Black Colleges and Universities* (1993); and Executive Order # 13021, *Tribal Colleges and Universities* (1996).

We have formed a partnership with the Hispanic Association of Colleges and Universities, the American Indian Higher Education Consortium and the National Association for Equal Opportunity in Higher Education. We continue to work together toward improving the abilities of all minority institutions to compete competitively for the millions of dollars available for research.

We continue to conduct Technical Assistance Conferences and Regional Workshops on the "hows" and "whys" of doing business with DoD and the federal community. To accomplish this, we involve relevant DoD programs and personnel from the Army, Navy, and Air Force in training and workshops.

We assist minority institutions in receiving and providing information through the maximum use of information technology by continuing to maintain a DoD information hotline for HBCUs/MIs, as well as DoD elements. Lastly, we strengthen DoD-related research and academic programs at HBCUs/MIs through the acquisition of donated DoD property.

This comprehensive program is a benefit to both DoD and the nation's HBCUs/MIs. As a result of the IDAP program, DoD will involve more HBCUs/MIs in its initiatives and programs. Many HBCUs/MIs will enhance their knowledge of DoD programs and strengthen their institutional infrastructure and capacity to provide timely responses to DoD grant and contract opportunities. By the conclusion of this program, they will have

substantially increased the number of their bids, offers, and proposals to DoD. This will benefit DoD, HBCUs/MIs, and the nation.